



## STATE LOGISTICS CENTER

3700 Airport Way ~ Fairbanks, AK 99709  
(907) 451-2680

March 15, 2005

Dear Vendor,

The 2005 fire season is fast approaching. You have expressed an interest in participating in our Emergency Equipment Rental program. Our usual equipment needs include items such as trucks, trailers, boats, water tenders, fuel trucks, ATV's, generators, pumps, portable toilets, caterers, office machinery, buses, and other heavy equipment.

You can offer your equipment by completing the Emergency Equipment Rental Agreement Form, OF-294. The State of Alaska pays daily rates and certain pieces of equipment also receive a mileage rate. Please review the enclosed Equipment Rental Rate Chart, and use it to complete your offer.

One copy of the form is for your records, and the other is to be completed, signed, dated and returned in the self addressed envelope. Be sure to include either your Federal Tax Number or Social Security Number in Block 4b. Please complete, sign, date and return the enclosed Request for Taxpayer ID# and Information Substitute Form W-9.

I have also enclosed information on how to receive your payments by electronic deposit. If you would like to receive payment electronically, please read through the EDI packet, fill out the electronic payment agreement form and mail it to the attention of Corin Whittemore, at the address at the top of the EDI remittance sheet, or fax it to (907) 465-2169.

Information and forms may also be accessed at the following web site:  
<http://www.dnr.state.ak.us/forestry/equipment.htm>

Completing these forms *does not commit* your equipment in any way to the Division of Forestry until we have contacted you to hire your equipment for a specific purpose. If your equipment is available and we use it, then the terms you have specified on the Emergency Equipment Rental Agreement will be binding. **Please read them carefully.** Please review the inspection checklist that is enclosed so you will be familiar with what is needed prior to hiring.

By signing the Emergency Equipment Rental Agreement you are agreeing to carry statutory worker's compensation coverage as well as adequate liability insurance. This insurance coverage does not have to be activated until you're hired by the Division of Forestry.

It is assumed that equipment offered is available for use in any emergency situation unless stated otherwise in Block 14.

Please consider offering your equipment with one operator or two operators. If this is something you are able to provide, be sure to enter the number "2" in Block 10 and insert the appropriate double daily rate in Block 11a on the line directly below your single operator entries.

Payment will be made on basis of calendar days (0001 – 2400). For fractional days at beginning and ending of time under hire, payment will be based on 25 percent of the daily rate for each six hours or fraction thereof that equipment is under hire. If either the equipment or operator is inoperable or unavailable when needed in any calendar day (downtime), the following payment for that day applies:

Less than two hours down time, 100% of the daily rate is paid; two to less than six hours of down time, 75% of the daily rate is paid; six to less than twelve hours of down time, 50% of the daily rate is paid; twelve to less than eighteen or more hours of down time, 0% of the daily rate is paid.

A Special Rate, Block 12 shall apply when a rate is charged in addition to the daily or weekly rate for the same piece of equipment; example, daily plus mileage.

Special Transport rates are as follows:

#### Delivery Fee

This rate is computed based on delivery point (time en route, specific location, etc.). This fee is noted in Block 12 as "Delivery Fee" on the EERA. Under this circumstance the transport equipment is not hired by the state. This means it is the Vendors responsibility to provide the service for the agreed upon "Delivery Fee". This fee includes transport to and from the incident. The pilot car(s) required for the largest transport (TR-3) is already included in the rates shown and will be provided by the vendor.

#### Available in Readiness Status

This rate is designed for the situation where the agency official-in-charge at the incident, deems it is necessary to hold the transport in readiness status at the incident. This would typically apply to a vendor who is the operator of the transport and the equipment it is delivering. In this case the transport equipment must be ordered by the incident noting it is "to be available in readiness status" and does not need an additional operator. In this circumstance a Special Rate equal to half of the daily rate for the equipment (without operator) will be paid.

When filling out the Emergency Equipment Rental Agreement please be sure that Block 9 has all of the following if applicable:

- ✓ Make
- ✓ Model
- ✓ Year
- ✓ Serial No.
- ✓ Accessories
- ✓ Horsepower

- ✓ Tank size
- ✓ Fuel truck certification for aircraft fuel
- ✓ Gross Vehicle Weight

Please mail us your offer, or stop by our office at your earliest convenience so your equipment can be added to our list. I am looking forward to meeting you, and working with you this summer.

Sincerely,

ALMA S HIBPSHMAN,  
Equipment Fleet Manager  
(907) 761-6231

Encl: Emergency Equipment Agreement (2)  
Vehicle/Heavy Equipment Safety Inspection Checklist (1)  
Request for Taxpayer ID# & Information Substitute Form W-9 (1)  
EDI packet (1)  
Self Addressed Envelope (1)